K Screen Update

Dates to Remember:

June 15 – send completed staff files to Melody Cooper

June 25 – final TOT in Frankfort; register with Melody Cooper asap

K Screen Links:

Common Kindergarten Entry Screener, KDE
Information on the K Screen, plus forms and previous updates.

Open House Data, KDE
K Screen results released statewide

Curriculum Associates Training Site, Kentucky
Access to online training videos regarding the Online Management System

Training Resources & Materials

The live update webcast and Training of Trainers (TOTs) were held in late April. Thanks to all who participated and asked questions to further our understanding of the K Screen process. The training materials that district trainers will need are attached to this e-mail message. Please distribute the materials to your schools and trainers. The recorded webcast can be found on the Curriculum Associates Training site. This is also where the Brigance Online Management System (OMS) videos can be viewed. Please review the training requirements to ensure your district staff is receiving the appropriate training.

Audience	Required Training
NEW teachers giving the screen	3 hours face-to-face by district trainer
EXPERIENCED teachers giving the screen	1.5-2 hours face-to-face by district trainer
NEW district trainers	6 hour Training of Trainer given in April or June
EXPERIENCED district trainers	1-2 hour refresher webcast in April
Data entry staff, new or experienced	Training videos on Brigance website and Prior Setting video on KDE Media Portal

The June 25 TOT will be held at the Transportation Building in Frankfort. If a new trainer in your district needs to attend, please notify Melody Cooper as soon as possible. Registrants will receive a detailed message regarding location and materials in early June.

Staff File

During the webcast, district contacts were shown the staff file template, which needs to be sent to Melody Cooper by June 15. Anyone in the district who needs access to the Brigance Online Management System (OMS) should be included in the staff file. The template is attached to this e-mail message. Please follow the instructions below to complete **one staff file for your entire district**.

	A	B	C	D	E	F	G	H
1	Account_Id	Location_Id (where staff are located)	Staff_Id (district email address)	Staff_First_Name	Staff_Middle Initial	Staff_Last_Name	Email_Address (enter again)	Staff_Position
2	KDEID001	005	fred.flintstone@allen.kyschools.us	Fred		Flintstone	fred.flintstone@allen.kyschools.us	Administrator
3	KDEID001	005010	Mary.Mack@allen.kyschools.us	Mary		Mack	Mary.Mack@allen.kyschools.us	Administrator
4	KDEID001	Bernadine.Crabtree@allen.kyschools.us	Bernadine.Crabtree@allen.kyschools.us	Crabtree		Bernadine	Bernadine.Crabtree@allen.kyschools.us	Teacher
5	KDEID001	005010	Scooby.Doo@allen.kyschools.us	Scooby		Doo	Scooby.Doo@allen.kyschools.us	Data Entry
6								

Column A – KDE information; no action needed

Column B – designate location user should be associated with, using district/school

code or e-mail address

Column C – staff ID must be the district e-mail address

Columns D-G – no need for middle initial; enter the district e-mail address again

Column H – designate user role as administrator, teacher, or data entry

Please note that users with an administrator role will see student level data. If the user is assigned to the entire district (district code entered in column B), he or she will have access to screen results for every student in the district. If the user is assigned to a school (school code entered in column B), he or she will have access to screen results for every student in the school. Teachers (district e-mail address entered in column B) will have access to screen results for students assigned to their classes. A teacher's Location ID (column B), must be his or her district e-mail address.

Screening Materials

Screening materials were shipped in April and should have been received by those who placed orders. Please check the materials and contact Melody Cooper if you have questions regarding your order.

Please check all screening materials to ensure that the Screen III is being used, and not the Screen II from the pilot year. Discard all Screen II materials, including the technical manual. A few districts still have copies of Screen II materials and it's imperative that the Screen III is being used.